

Human Resources Liaison (Exec Admin Asst 1)

Eligibility Operations Group, Member Services
Division of TennCare, TN Department of Finance & Administration
Salary Range: \$36,900 to \$51,660

The Eligibility Operations Group of Member Services Division of TennCare is seeking a Human Resources Liaison to assist the Eligibility Operations Group with preparing, processing, and routing its human resources needs through TennCare's Human Resources. This Executive Service position reports to EOG's primary Human Resources Liaison (Exec Admin Asst 2) serves the Deputy Director of the Eligibility Operations Group. This position is responsible for reviewing and processing time and labor; personnel documentation pertaining to new hires and separations; monitoring and updating organizational charts, as well as, changes in supervision and organizational structure; registering employees for the appropriate training; and following protocol for routing employees to TennCare Human Resources when employee relations issues arise. Human Resource Liaison's regularly communicate with job applicants, with internal stakeholders such as TennCare program managers and operations leadership, and with external stakeholders such as previous employers of job applicants.

Responsibilities include:

- Learning and adhering to TennCare Human Resources policies and procedures
- Responsible for administering and explaining a variety of human resources policies, procedures, and documentation to employees of the Eligibility Operations Group (EOG)
- Responsible for serving as a point-of-contact within EOG to assist EOG supervisors with escalating employee relations matters to TennCare Human Resources.
- Responsible for analyzing and preparing human resource transaction documents for employee appointments, promotions, reclassifications, flex class changes, separations, transfers, and information changes for submission to TennCare Human Resources.
- Responsible for verifying job applicants' general information, previous employment, education, compliance with necessary and special qualifications, and possession of required licenses and/or certificates in order to process new hire documentation.
- Responsible for conducting background checks on job applicants to determine if any findings exists and to assist hiring managers with next steps.
- Prepare job offers and assist hiring managers through the preparation of salary recommendation and the monitoring of compensation to adhere to TennCare HR and DOHR policy and procedure.
- Responsible for analyzing leave and attendance documents, overtime reports, payroll reports, and for reminding supervisors of timely submission of time, labor, and performance evaluation documentation within PeopleSoft's Edison web portal (TN's human resource management system). Remind supervisors to enter and approve time in compliance with departmental, state, and federal laws.
- Coordinate with TennCare HR to assist with the logistics of the onboarding process including but not limited to ensuring that EOG employees are attending new employee orientation, that they have been trained on HIPAA, Litigation Hold, information systems and network security, etc.

Education and Experience:

This position is EXECUTIVE SERVICE and serves at the pleasure of the Appointing Authority of the department in which the position is located. The qualifications for this executive service position include graduation from an accredited college or university with a bachelor's degree and one year of full-time human resource experience preferably within State of Tennessee government (although not required).

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Interested applicants should submit a resume to:

Sharon Greenfield, H.R. Liaison
Eligibility Operations Group, Member Services
Division of TennCare
227 French Landing Drive, 3rd Floor
Nashville, TN 37243
(o): (615) 615-770-5176
sharon.f.greenfield@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.